

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 8/2/11
Time: 1:00 PM – 3:00 PM
Attendees: Rowland Agbede (MDA), Michael Bentivegna (CGIS), Jim Cannistra (MDP), Bill Fearington (DJS), Julia Fischer (DBED), Frank Siano (MDE) and Phillip Stafford (Gov)

AGENDA:

- 1:00 – 1:10 Introductions
- 1:10 – 1:30 MD iMap Initiative Tracking Discussion – Jim Cannistra
- 1:30 – 1:50 Application Subcommittee Updates
- 1:50 – 2:10 Data & Resources Subcommittee Updates
- 2:10 – 2:30 Outreach Subcommittee Updates
- 2:30 – 2:50 Security Subcommittee Updates
- 2:50 – 3:00 Additional Business

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
• Send out initiatives list to group for review and comment	Submitted: 8/2/11	Julia Fischer
• Design part of the 8/16 Tech Comm meeting for Barney Krucoff to ask questions of the group	Submitted: 8/2/11	Co-chairs

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
ELA <ul style="list-style-type: none"> • Provide list of contributing agencies to MD iMap Tech Comm • Provide list of contributing agencies 	Updated: 8/2/11 Submitted: 7/19/11	Kenny Miller
Statewide GIS Strategic Plan	Submitted: 1/4/11	Kenny Miller
ArcGIS 10 Migration <ul style="list-style-type: none"> • Provide outline and pros/cons list to provide to Executive Committee (CGIS) • Provide information about how long MD iMap will be down and plan for migration (CGIS) • CGIS is testing implications of migration • Further discussion is necessary concerning this topic 	Updated: 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Application Specific Services <ul style="list-style-type: none"> Facilitate a discussion with CGIS concerning potential options for map service storage and organization 	Submitted: 7/5/11	Kenny Miller
Support of StateStat Application (Capital Budget & ARRA applications) <ul style="list-style-type: none"> Graph of hours/budget of efforts to support these applications (CGIS) Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS) 	Submitted: 6/21/11	CGIS
Application Submission Procedures <ul style="list-style-type: none"> Update detailed procedures for application creation and update Resend Application Submission Procedures draft to Technical Committee (Co-chairs) 	Submitted: 6/21/11	Technical Committee
License Agreement in regards to Code Sharing <ul style="list-style-type: none"> Brian Sivak wants applications and their code to be in the public domain and freely available for sharing Awaiting response from Kenny Miller concerning how to proceed Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	Updated: 7/5/11; 6/21/11 Submitted: 6/7/11	Kenny Miller
Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta) Development Code Worksheet Generated (Kaushik Dutta) Date of Launch – add this additional column and information to worksheet (Kaushik Dutta) Work on filling in missing information (Kaushik Dutta & Kenny Miller) Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta Kenny Miller
Interface Branding <ul style="list-style-type: none"> Holding off until after July 5th launch of Fast Track application Send completed document out to Technical Committee for review & comment (Kenny Miller) Get documentation from Kaushik Dutta to start/restart discussion Schedule App. Committee to discuss App Branding. 	Updated: 6/21/11; 6/7/11; 4/5/11 Submitted: 3/15/11	Kenny Miller Kaushik Dutta
Developer Contact List <ul style="list-style-type: none"> List to be developed Compile developer point of contact list 	Updated: 4/5/11; 12/21/10 Submitted: 11/16/10	Application Subcommittee Kaushik Dutta

Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Development of Agency Agreement concerning posting of code to portal See what documentation exists at other agencies 	Updated: 4/5/11 Submitted: 10/19/10	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Check for documentation available from existing open API agreements 	Submitted: 10/19/10	CGIS
arcgis.com My Maps <ul style="list-style-type: none"> Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes Work with the product and come to next meeting with feedback 	Updated: 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype <ul style="list-style-type: none"> Consider if arcgis.com will meet the majority of needs proposed for this effort Proposal updates being implemented CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p>	Updated: 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	Kenny Miller Application Subcommittee Technical Committee
Comment on Developer's portion of MD iMap Portal <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
GIS/Archives Appraisal Questions <ul style="list-style-type: none"> Distribute survey to as many municipal, county and state agencies, as possible, for potential participation 	Submitted: 7/5/11	Technical Committee
Archive Data <ul style="list-style-type: none"> Working along with Tim Baker to set up presentation or discussion for 8/16/11 Tech Comm meeting Invite Tim Baker (State Archives) to next Technical Committee meeting to discuss options 	Updated: 7/19/11; 7/5/11 Submitted: 6/21/11	Co-chairs
Feedback/Requests concerning MD iMap	Submitted:	Jim Cannistra

<ul style="list-style-type: none"> • Add Hillshade Service: Inquire at DNR if they have a hillshade available • Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request 	6/7/11	
2007 – 2008 Orthophoto Metadata <ul style="list-style-type: none"> • Check availability of metadata for this data 	Submitted: 3/1/11	Ashley Buzzeo
“Political Boundaries” Map Service <ul style="list-style-type: none"> • Review the “Political Boundaries” map service, determine the source and last update date 	Submitted: 6/7/11	Ashley Buzzeo Brad Wolters
Eastern Shore Imagery Assimilation <ul style="list-style-type: none"> • Eastern Shore imagery is now on production server • Rename “NAIP” service to “Composite” service • Tweets and email message of new imagery release • Provide draft write-up of details and FAQs (Jim Cannistra) • Add new “Composite” imagery service now and phase out “NAIP” service (CGIS) • Check server space available versus need • Cost estimate for additional storage space for new imagery 	Updated: 6/21/11; 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Jim Cannistra
Point of Interest/Place Name Geocoder <ul style="list-style-type: none"> • Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	Submitted: 1/18/11	Ashley Buzzeo Brad Wolters
WFS Services <ul style="list-style-type: none"> • Top 10 list to be assembled during next Data & Resources Subcommittee meeting • List of enable services, email to group 	Updated: 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Data & Resources Subcommittee
WFS Services <ul style="list-style-type: none"> • Agency sharing policy needed; Exec. Comm. to be consulted 	Submitted: 1/18/11	Kenny Miller Exec. Comm.
WFS Service Testing <ul style="list-style-type: none"> • Top 10 list to be assembled and MOU issues assessed • Executive Committee has requested demo at 4/27/11 meeting • Follow up concerning process testing and provide feedback to Tech Comm 	Updated: 3/1/11 Submitted: 1/4/11	Data & Resources Subcommittee
Web Mercator Data Service Projection <ul style="list-style-type: none"> • Per MES, EMMA replacement will use Web Mercator projection • Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection 	Updated: 4/5/11 Submitted: 1/4/11	CGIS
Metadata Services <ul style="list-style-type: none"> • Forward electronic list to group • Updated list to be provided by Friday, 1/7/2011 • Updated list to be provided at 1/4/2011 meeting • Remaining “offenders” actively being pursued • Resend email to “offenders” to complete metadata 	Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10;	Data & Resources Subcommittee Co-chairs

<ul style="list-style-type: none"> • Email resent and follow-up by Kenny Miller to occur • MDP has provided metadata for all their services on MD iMap • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email sent to Kenny • Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners • A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	<p>7/12/10; 6/22/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	
<p>Cached Map Services</p> <ul style="list-style-type: none"> • Draft email to be sent out concerning changes to on-demand/cached services 	<p>Updated: 12/7/10</p> <p>Submitted: 11/16/10</p>	<p>Data & Resources Subcommittee Chair</p>
<p>Basemap Template Upgrade/Gazetteer Service Update</p> <ul style="list-style-type: none"> • Review and provide feedback to Ashley Buzzeo (Technical Committee) • Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo) • Submit additional comments for updates to Ashley Buzzeo • Obtain most up-to-date county boundary from SHA • Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ • Comments for changes should be sent to Ashley Buzzeo • Meeting to be scheduled to discuss next steps • Upgrade basemap using Esri template 	<p>Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10</p> <p>Submitted: 10/19/10</p>	<p>CGIS Data & Resources Subcommittee Technical Committee</p>
<p>Google Urchin</p> <ul style="list-style-type: none"> • CCBC has updated through March 2011 and will post on portal • CCBC updating stats and will be posted to portal shortly • Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) • Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) • Manual has been generated for extracting web analytics from Google Urchin • Manual submitted for review by Technical Committee • Actively working on clarifying categories to be included on report • Provide categories to be included in statistical output report <p>Categories have been provided to CGIS by GIO</p>	<p>Updated: 4/5/11; 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	<p>GIO CGIS Technical Committee</p>

Meeting to address scheduled for 9/22/10 at CGIS		
Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? How big is the hole of Maryland? State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms 	Updated: 10/19/10; 10/5/10; 9/21/10 Submitted: 9/7/10	Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Ramona <ul style="list-style-type: none"> Send out available stats .pdf for review Check with IT person for Ramona to get MD stats 	Updated: 4/5/11; 3/15/11 Submitted: 3/1/11	Ashley Buzzeo
<ul style="list-style-type: none"> Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> Embed search or have a one click link to Ramona 	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> Discuss adding a feedback button to MD iMap Portal webpage 	Submitted: 12/21/10	Outreach Committee Lisa Lowe
Email Blast <ul style="list-style-type: none"> Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address Blast email to extended GIS community Include updated Vision document 	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> Recruit participants Obtain feedback concerning how to improve upon current outreach strategies Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
<ul style="list-style-type: none"> Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> Generate a charter 	Submitted: 12/7/10	Security Subcommittee

Security Model <ul style="list-style-type: none"> • Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) • Price quotes from proposal submission to be updated • Additional documentation needed to address: <ul style="list-style-type: none"> ○ Cost of Delay ○ Justification of security (limitations, efficiencies) ○ Needs Assessment to determine groups and definitions • Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting • Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting • Document for presentation to Exec. Comm. at Oct. meeting • Demo accompanying document to Exec. Comm. at Oct. meeting • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	<p>Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10</p> <p>Submitted: 8/3/10</p>	<p>Security Subcommittee</p>
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COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:

Introductions

Round-the-room

MD iMap Initiatives Tracking Discussion – Jim Cannistra:

- When Barney Krucoff attends MD iMap Technical Committee meeting aim to:
 - Request description of his charge
 - Request information on his background
- Share information about Technical Committee, including:
 - Committee structure
 - Data examples
 - Key applications (genesis of these applications – GreenPrint & Broadband Map)
 - Actions (Ex: Security)
 - His ideas for moving MD iMap forward
- Opportunity for Technical Committee to get more influence to effect things to get done
- Action Item: Send out initiatives list to group for review and comment – Julia Fischer
- Opportunity to engage Brian Sivak through the interface with Barney Krucoff
- Action Item: Design part of the 8/16 Tech Comm meeting for Barney Krucoff to ask questions of the group

statestat.maryland.gov/gallery and /maps Review:

- Does this website replace the Portal?
- Does the homepage of the Portal need to be replaced with the images on the /gallery page?
- How should this site connect with the Portal?
- Who's monitoring the comments and posts?
- Suggest adding a more prominent "Need more technical information? Click Here" link to Portal
- Are the 4 buttons being initially shown the 4 most popular applications?

- 4 buttons being overshadowed by the size and action of the scrolling image box above them
- Suggest slowing down the scroll speed and increasing the delay before the scroll switches to the next image
- Request clarification of what should be entered under posts? And comments? What type of information? Who should be placing information in each?
 - Are these competing or complimenting?
 - Are these displaying the same information, just organized in different ways?
- Basic access points to applications should be consistent
 - General descriptions and launch for all applications
 - This is not currently consistent between this site and the Portal
- Are background blurbs descriptive enough?
- Suggest engaging outside user groups or test groups to assess website usability
- Add feedback button on map taking users back to the feedback forum on this website
- Request clarification of purpose of tags and linkage structure/logic
 - Should they link to information page of layer?
 - Current structure/logic appears to be circular
- Does this website feature MD iMap-based applications only or will this be broadened to include other applications developed by state agencies?
 - If MD iMap only – Suggest adding more prominent MD iMap designation (Ex.: “Maryland Map (MD iMap)”)
- On left of screen, why are only some applications linked to buttons
 - What is the logic of creating buttons for only some of the applications
 - Under some links these buttons change – not consistent
- Nav button on left of screen “Maryland Maps” and Maps tab not going to the same place
- Suggest consistency of all links launching in a new tab or in current tab
- Suggest name of link match page name (Ex.: Link for info & Programmatic Geographies)

Data Subcommittee Updates:

- Redo Baltimore County parcels – account #s messed up – refresh
- Land Use (LU) out before MaCo (MDP) – around 8/16/11
 - Data, application, data download site
 - Put into MDPV
 - Comparative database between 2002 and 2010
 - § Available upon explained need from MDP
 - § Low density residential added
 - § Not directly comparable because of a number of factors

Other Business:

- Agriculture application
 - Finalized soon and use Land Use data
- Board of Elections
 - Testing pre-release services
 - Working on fetching mechanism
 - Baltimore City election as test
- Real time database on MD iMap (comments with dates and geographies) would use this fetching mechanism

ArcGIS Server 10.1: (Esri document available)

- Fairly significant changes
- Native 64 bit
- Rid of SOC/SOM model
 - Single executable “ArcGIS Server site”
- Embedded web server (setup services on single machine)
- Print web maps
- Plan for 10 migration should consider these future changes
 - 3 tiered system might change to 1 tier (simplified architecture)
- Server clustering might prove useful architecture
- Reconfigure architecture and free up some resources
- Security solution may be simplified (reduce costs)

Action Item: Send ELA contributors list to group – Kenny Miller

-END MEETING-